



RECORDS & IDENTIFICATION ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise Police Information Bureau including Data Entry, Identification and Services Sections; to ensure compliance with the requirements of the Security and Privacy Act; and to perform a variety of duties relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Assistant Police Chief or from other supervisory or management staff.

Exercises direct supervision over technical, clerical, and supervisory staff assigned to the Bureau.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; prepare, review and update training manuals.
- Supervise the processing and maintenance of police reports, records and official documents for the department and ensure compliance with the Security and Privacy Act.
- Prepare the police information bureau budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; assist in developing and monitoring a five year capital improvements program.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the Police Records, Identification, Data Entry and Services sections; implement policies and procedures.

Effective Date November 1988

Revised Jan 2002 (Title changed)

Revised Jan 2004 (Duty and Experience Guideline Changes)

Revised Sept 2005 (Reclassification & Title Change)

CITY OF TEMPE
Records & Identification Admin (continued)

- Provide direct oversight to the Identification Unit operations, including: AZAFIS, Mug Photo Interface System, Digital Storage System (Digital Darkroom), Digital Camera Program, Crime Scene/Evidence Processing, Intoxilyzer Quality Assurance Program, and the Portable Breath Testing (PBT) Devices Program.
- Serve as System Security Officer, with responsibility for the security of the Department's Criminal Justice Information Networks.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Compile data for a variety of bureau activities; prepare reports of activities.
- Serve as systems and facilities security officer for a variety of criminal justice information networks.
- Prepare subpoenas and testify in court as Custodian of Records.
- Assist police personnel in locating police reports and information.
- Provide supervision and leadership to all Records and Supervisors.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible supervisory experience in a police related organization including two years of supervisory experience in records management and/or identification, preferably in a law enforcement agency.

Training:

Requires the equivalent to a Bachelor's degree from an accredited college or university with major course work in police administration, police science, criminal justice, or a related field.

Licenses/Certifications:

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Terminal Operator Certification awarded by Arizona Criminal Justice Information Systems Division within six months of hire.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 3840

FLSA: Exempt